

MEMORANDUM FOR THE RECORD

22 January 1953

1. Leases will be negotiated at the same cost as is being paid under present rental arrangements. Some slight increase or decrease may be necessary but any increase should be small. *OK* ✓
2. Only housing considered suitable by the Contracting Officer and the Bureau Chief will be leased. *OK* ✓
3. The effective date of the lease and the amount of advanced payment will be left to the discretion of the Contracting Officer. For administrative reasons, however, it appears desirable to have the lease effective 1 July. *OK* ✓
4. The Contracting Officer will have either a renewal clause or a funds available clause in the lease. *OK* ✓
5. Separate contracts will be negotiated for the rental of furniture. *OK*
6. Bills for furniture rental and utilities will be paid by the individual classified employee and the bureau will reimburse him. *OK*
7. Classified employees will be reimbursed for the cost of furniture and utilities not to exceed the balance of the quarters allowance which they would be authorized, after the cost of renting premises has been deducted. *OK*
8. FN salaries will be reduced an amount to be determined by the Contracting Officer and the Bureau Chief. They will give consideration to rental costs in determining the reduction. In general the reduction will not be in the full amount of the cost. *OK*
9. FN employees will pay for their own furniture and utilities without direct reimbursement. *OK*
10. Furniture will include stoves, refrigerators, heaters and other necessary household apparatus. *OK*

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